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18 July 1960

MEMORANDUM FOR: Assistant Director, Central Reference

SUBJECT : Staff Study - Finished Intelligence

I. Problem

To eliminate the duplication between Intellofax coding and IPI indexing of finished intelligence monographs

II. Facts Bearing on the Problem

- a. At present all finished intelligence reports (200 per month) that are coded into the Intellofax System are also indexed in the Intelligence Publications Index. (Intelligence periodicals are indexed only in the IPI.)
- b. Each of these finished intelligence reports is processed by two separate analysts; the report is not simultaneously processed for Intellofax and IPI entry by one analyst. One analyst on the IPI staff indexes both for the IPI and for Intellofax, but can not index for both simultaneously.
- c. Document analysts abstract and code less than one finished intelligence report per hour. (This does not include typing and key punching time.) IPI indexers completely process through editing and typing one report per hour (per Document Division quarterly manpower report).
- d. The IPI entry seems more suitable and meaningful for finished intelligence than the bibliographic entry for raw information.
- e. Even if duplicate indexing of selected monographic series ceases 1 September 1960, references to finished intelligence studies processed before that date will continue to appear in Intellofax listings.

III. Discussion

- a. The Document Division feels that the duplicate processing of finished intelligence is unnecessary and is wasteful of manpower vital to the processing of raw information reports into the proposed new Intellofax System.

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-2-

- b. Coders find it difficult to select one or two overall subject codes to index the finished intelligence concept of the report; the IPI indexers have little difficulty in applying general subject entries. The refined coding of specifics for Intellofax loses the finished intelligence concept; each code is marked as finished intelligence and so punched into the Intellofax cards. When a requester receives such a reference on a tape, he expects a finished study on that subject; in many cases he finds only a paragraph or a sentence having no aspects of finished intelligence.
- c. The section of the IPI arranged by subject will be strengthened by inclusion of entries under each of the main topics dealt with in a publication or article. The section arranged by area will be strengthened by including entries under secondary as well as primary areas when appropriate.
- d. The abstract prepared for Intellofax cards is no more meaningful in the selection of references than the IPI expansion of the title. A week's sampling was made to substantiate this statement.
- e. The Document Division Typing Section will continue to prepare a full source card for the LY/Circulation Branch.
- f. The Chief, Reference Branch has indicated that it will be standard practice to remind Intellofax users that the printed IPI should be consulted for finished intelligence processed later than 1 September 1960. Classified bibliographies other than Intellofax listings will continue to draw heavily on the printed IPI. When necessary reference librarians will consult the IPI staff for items not yet appearing in the printed IPI.

IV. Conclusion

- a. The IPI indexing of finished intelligence is adequate to service requests for finished intelligence in conjunction with Intellofax tapes of raw information references.
- b. One analyst can be released to provide assistance in Intellofax indexing or in the development of the dictionary.

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-3-

V. Recommendation

That finished intelligence be eliminated from the Intellofax System when the new Intellofax System is implemented (1 September 1960).

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~~CONFIDENTIAL~~ Chief, Document Division

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Concurrence: 25X1A9a

~~CONFIDENTIAL~~ Deputy Assistant Director, CR

Approval:

~~CONFIDENTIAL~~ Paul A. Boral, Assistant Director, CR